

## **SECTION 3A – LEADER’S SCHEME OF DELEGATION OF EXECUTIVE FUNCTIONS**

### **1. Cabinet Terms of Reference**

- 1.1 To act as the main focus of day-to-day political leadership and decision making, as well as of democratic accountability, at corporate level.
- 1.2 To carry out all the local authority’s functions which are not the responsibility of any other part of the local Authority, whether by law or under the Constitution.
- 1.3 To propose to the Council:
  - 1.3.1 the Council’s Guiding Principles;
  - 1.3.2 the key policies, and associated resource strategies, which comprise the Council’s policy framework, as well as changes to that framework, including:
    - The Single Integrated Plan and the Corporate Plan;
    - The Council’s Annual Revenue and Capital Budgets, and levels of Council Tax;taking advice from the Overview and Scrutiny Committee, interested agencies or groups, the local community, and others through the Council’s Consultation process, as appropriate;
  - 1.3.3 or upon any matter relating to any of the Council’s powers and functions.
- 1.4 To guide Executive Councillors and Chief Officers on:
  - 1.4.1 policy development, co-ordination, and implementation;
  - 1.4.2 determination of relative priorities for action; and
  - 1.4.3 the effective and efficient operation of the Council, and of its various services.
- 1.5 To ensure effective implementation of the Council’s strategies and plans, including monitoring and reviewing performance, and considering the need for major changes in delivery or new developments to improve service standards and quality.
- 1.6 To receive reports from appropriate Officers of the Council, and/or Executive Councillors, on significant matters requiring consideration/decision, and/on proposals for new or amended policy and its implementation.
- 1.7 To receive on a quarterly basis information in respect of the Councils Performance and Resources, including details as outlined below:- (This

information will also be provided to the Finance and Performance Scrutiny Committee for further scrutiny and monitoring):-

- Advise the Council on the level of capital resources likely to be available to fund the Authority's three year rolling capital programme.
  - To advise the Council on capital spending priorities and on individual projects or developments requiring funding.
  - To receive regular performance monitoring information in respect of each of the capital schemes/projects in the Authority's three year rolling capital programme.
  - To monitor overall progress being made with the delivery of the three-year rolling capital programme, and to report to the Council on any remedial action required, where necessary.
  - To agree any re-phasing of the agreed three year rolling capital programme, as a result of scheme slippage and or any other urgent matter.
  - To monitor overall progress being made with the delivery of the annual revenue budget strategy, and to report to the Council on any remedial action required, where necessary.
  - To advise the Council on the level of revenue resources likely to be available to support its revenue budget in the current and forthcoming financial years. To advise the Council on revenue spending priorities and on the allocation of resources to each Service Group.
  - To receive information in respect of any virements enacted in accordance with the Council's "Financial Procedure Rules".
  - Where relevant to agree formal responses to all matters on which the Authority is consulted in respect of capital and revenue finance or performance management.
- 1.8 To have discretion to seek the advice or comments of the Overview and Scrutiny Committee, the local community through consultation and other relevant bodies, in relation to significant matters before making a decision.
- 1.9 To determine the response to reports from the Overview & Scrutiny and other service scrutiny committees, following any recommendations received in respect of service delivery and improvement or policy changes.
- 1.10 To establish Standing Cabinet Committees, where appropriate, as a means of transacting more efficiently discrete aspects of the work of the Cabinet.
- 1.11 To appoint (on a task and finish basis) Ad Hoc Panels to assist in a key aspect of policy development, (working with the relevant Executive Councillors and Senior Officers from the Senior Leadership Team).
- 1.12 To establish topic forums to promote dialogue with, and partnership working on, matters of significance to the Council, the community, and other key local organisations which work closely with the Council.
- 1.13 To fully engage with the Wales Programme for Improvement initiative, by receiving and validating regular reports, including updates on performance,

targets, and actions.

- 1.14 To work together with partner organisations and communities to improve the economic, social, environmental and cultural wellbeing of people in Rhondda Cynon Taf. This includes considering the long-term impact of decisions, involving a diversity of people in decisions that affect them, taking an integrated approach with our partners to service planning and provision, working collaboratively and seeking to intervene early and prevent problems from occurring in the first instance.
- 1.15 Any meeting of the Cabinet conducted will be convened in accordance with the Council's Constitution "Access to Information Procedure Rules".
- 1.16 The quorum for a meeting of the Cabinet shall be 4 and the quorum for a Committee of the Cabinet or Cabinet Steering Group shall be 3, unless otherwise stated within the Groups Terms of Reference.

**2. The names of the eight Cabinet Members Appointed by the Leader and their respective Portfolio Titles and Responsibilities are outlined below:-**

- 2.1 The Cabinet will take decisions collectively as a group, (although individual Cabinet Members may take decisions individually in an emergency, as set out in paragraph 3 below), and may express dissent from Cabinet decisions which expressions may be formally recorded, if the Cabinet Members so indicates.
- 2.2 The individual Cabinet Members listed below are allocated personal portfolios of responsibility, to act as corporate "champions" in pursuing major cross-cutting development themes across all Council services and areas of activity. (These individual portfolios may be changed by the Leader at any time). The individual Cabinet Members will each work closely with, and take professional advice from the responsible Senior Leadership Team Officers (as indicated below) and other appropriate Senior Officers within the Authority, as appropriate to their particular responsibilities as a Corporate/Community Champion, with the ability to convene meetings of such staff as needed. Each portfolio holder also will liaise with, consult and inform other Cabinet Members on individual matters likely to affect their portfolios.
- 2.3 Arrangements will be made to provide dedicated administrative support to Cabinet Members in the execution of their responsibilities.
- 2.4 Lead Cabinet Members will also act as the known point of reference and response for issues or complaints (relevant to their responsibilities) received from Elected Members, local Assembly Members, local Members of Parliament, and other political bodies or representatives at regional and national levels. (When dealing with formal complaints involving the delivery

of Council Services, the Lead Cabinet Member will first ensure that the benefit of the Council's Complaints Policy has been fully utilised. In their role as "ombudsman" or arbitrator, the Lead Cabinet Member may choose to intervene in complaints against local service providers external to the Council).

2.4.1 Name of Leader: **County Borough Councillor Andrew Morgan**  
Portfolio: **Leader of the Council & Chair of the Cabinet.**

**Main Functional Areas of Accountability and Responsibility**

- Strategy and key priorities
- Finance and Budget Setting
- Programme for Delivery and Corporate Plan
- Key infrastructure and Capital Programme
- Partnership and Joint Working
- Government Relations
- City Deal
- Council wide Safeguarding
- Highways Maintenance & Traffic Management
- Street lighting
- Emergency Planning
- Public Rights of Way

Responsible SLT Officers – Chris Bradshaw/Christian Hanagan

2.4.2 Name of Deputy Leader: **County Borough Councillor M Webber**  
Portfolio: **Deputy Leader of the Council and Cabinet Member for Council Business & Human Resources.**

**Main Functional Areas of Accountability and Responsibility**

- Members Charter and Equality Champion
- Council and Executive Business
- Communications and Engagement
- Corporate Policy
- Legal & Democratic Services
- Coroner
- Employee & Trade Union Relations
- Human Resources
- Organisational & Employee Development
- Health and Safety
- Elections

Responsible SLT Officers – Paul Lucas/Tony Wilkins/Christian Hanagan

2.4.3 Name: **County Borough Councillor E Hanagan**  
Portfolio: **Cabinet Member for Education and Lifelong Learning.**

**Main Functional Areas of Accountability and Responsibility**

- Secondary, Primary, Nursery, Welsh Medium, Bilingual and Special Needs Education
- Young People's Champion
- Educational Attainment and Standards
- 21<sup>st</sup> Century Schools Agenda
- Liaison with further and higher education
- Schools and Community
- Learning Access, Engagement and Inclusion
- Governor Support
- Education other than at school

Responsible SLT Officers - Chris Bradshaw/Esther Thomas

2.4.4 Name: **County Borough Councillor Robert Bevan**  
Portfolio: **Cabinet Member for Economic Development, Tourism and Planning.**

**Main Functional Areas of Accountability and Responsibility**

- Economic Development
- European Structural Funds
- Inward Investment
- Urban renewal
- Business Support
- Town Centre & Valleys Regeneration
- Regeneration
- Planning
- Tourism

Responsible SLT Officers – Jane Cook / Christian Hanagan

2.4.5 Name: **County Borough Councillor Ann Crimmings**  
Portfolio: **Cabinet Member for Environment, Leisure & Culture.**

**Main Functional Areas of Accountability and Responsibility**

- Waste & Recycling
- Biodiversity & Conservation
- Sport RCT
- Active Lifestyles
- Sports Development
- Streetcare
- Leisure
- Parks
- Countryside
- Arts & Culture

Responsible SLT Officers – Nigel Wheeler/ Paul Mee / Christian Hanagan

2.4.6 Name: **County Borough Councillor Mark Norris**  
Portfolio: **Cabinet Member for Corporate Services.**

**Main Functional Areas of Accountability and Responsibility**

- Payroll, Pensions & Payment
- Performance & Improvement
- Financial Services
- Procurement
- Customer Care & ICT
- Property & Corporate Estates
- Internal Audit
- Home to School Transport
- Youth Engagement & Participation Service
- Armed Forces

Responsible SLT Officers – Chris Lee / Nigel Wheeler / Esther Thomas /  
Tony Wilkins / Colin Atyeo

2.4.7 Name: **County Borough Councillor Mike Forey**  
Portfolio: **Cabinet Member for Adult Social Services.**

**Main Functional Areas of Accountability and Responsibility**

- Champion for Older People
- Carers Champion
- Adult Services
- Short Term Intervention
- Assessment & Direct Services
- Accommodation Services
- Mental Health Champion
- Health Education
- Social Services

Responsible SLT Officer - Gio Isingrini

2.4.8 Name: **County Borough Councillor Geraint Hopkins**  
Portfolio: **Cabinet Member for Children's Services, Equalities & the Welsh Language.**

**Main Functional Areas of Accountability and Responsibility**

- Children's Champion
- Foster Champion
- Disabilities
- Early Years Education including Flying Start
- Families First
- Services for the family
- Welsh Language Champion.
- Safeguarding & Standards
- Assessment & Care Planning
- Equalities & Diversity

Responsible SLT Officers - Gio Isingrini / Esther Thomas / Tony Wilkins



2.4.9 Name: **County Borough Councillor Joy Rosser**  
Portfolio: **Cabinet Member for Prosperity, Wellbeing & Communities.**

**Main Functional Areas of Accountability and Responsibility**

- Community Safety & Crime Reduction
- Youth Offending
- Public & Environmental Health
- Health and Wellbeing
- Cemeteries, Crematoria & Registration Services
- Trading Standards
- Community Housing & Housing Policy
- Communities First Programme
- Domestic Abuse & Victim Support
- Communities & Prosperity (Tackling Poverty)
- Voluntary Sector Liaison & RCT Together
- Heritage Services
- Libraries

Responsible SLT Officers – Gio Isingrini / Paul Mee / Chris Lee / Christian Hanagan / Esther Thomas

### 3. Delegations of Executive Functions to Cabinet Members

Normally, decisions will be taken collectively by the Cabinet, but individual Cabinet Members can take decisions within their portfolios which they consider to be urgent to protect the interest of the Council, subject to prior consultation with the appropriate Senior Leadership Team Officer(s) and, where necessary, other Cabinet Members. If there is uncertainty as to whether a matter falls within a particular portfolio, the Leader will make a determination as to which is the relevant Cabinet Member. The Leader can take urgent decisions in the absence of the appropriate portfolio holder.

### 4. Cabinet Committees Appointed by the Leader, their Membership and Terms of Reference

The two under-mentioned Cabinet Committees will be constituted at the present time. Council will be informed promptly of any additional Cabinet Committees that may be appointed by the Cabinet in the future.

#### 4.1 Name: **Ynysangharad War Memorial Park Cabinet Committee**

Membership: 3 representatives

Names of Members: County Borough Councillors:

R Bevan (Chair), A.Crimmings and M.Webber

Terms of Reference: (a) To act on behalf of the Executive as a Corporate Trustee of the Ynysangharad War Memorial Park and, in that capacity, to consider all matters in connection with the future use and development of the Park and the preservation of the objectives of the Trust so instituted.

(b) To consider all proposals and representations from and on behalf of the Council or any third party, in connection with the use and ownership of the facility.

(c) To secure all necessary advice and assistance, including, where necessary, external advice and assistance, to ensure that the Trustees' interests are preserved.

(No Member of this Committee may take part in any other Cabinet or Council or Committee discussion or decision on any policy or development or any issue which may affect the park and must declare an interest and leave when any such matter is raised).

- 4.2 Name **Rhondda Cynon Taf Charity for the Visually Impaired Cabinet Committee**
- Membership: 3 representatives
- Names of Members: County Borough Councillors:  
G.Hopkins (Chair), R Bevan and M.Forey.
- Terms of Reference
- To oversee the administration of the charity

## 5. Joint Arrangements

5.1 In respect of the nine under-mentioned joint arrangements, I propose:

- The Council enters into each joint arrangement on the terms currently in place, and pursuant to Section 20 of the Local Government Act 2000 and all other enabling powers, and delegates to the Joint Committee those functions of the Executive as are set out in those agreements.
- That the joint agreements be reconstituted to provide that each constituent Council may be represented by an Executive or Non-Executive Member(s). Where one Member only is nominated to represent a Council that Member can exercise the Council's vote which shall be the same number as that previously exercised by the Council.
- It is noted that Merthyr Tydfil County Borough Council has established an Executive Board and that their representatives on the Llwydcoed Crematorium Joint Committee may or may not be Board Members.
- That every Joint Committee be authorised to establish, if it deems it appropriate, an advisory panel, which may comprise both Executive and Non Executive Members of the constituent Authorities who have sat on the Joint Committees, so that their expertise and commitment is not lost to the work of the Joint Committee. (This will be a matter for each Joint Committee to determine).

Joint Committee	Function	Name of Cabinet or Non Executive Member(s) Allocated
Capita	Provision of Engineering Services with Bridgend and Merthyr Tydfil County Borough Councils.	S.Bradwick A.Crimmings R.Lewis A Davies MBE G Smith P.Griffiths

Welsh Purchasing Consortium Management Board	Provision of bulk purchasing agreements with fifteen other Authorities.	M Norris
Glamorgan Archives Joint Committee	Provision of Archive Services with five other Authorities.	S Jones J Rosser M.Griffiths J. Ward
Catalogue Supplies Joint Committee	Provision of Catalogue Supplies with Bridgend, Caerphilly and Merthyr Tydfil County Borough Councils.	J.S.Ward B. Stephens
Llwydcoed Crematorium Joint Committee	Provision of Crematorium Services with Merthyr Tydfil County Borough Council.	H Boggis A Crimmings A Fox J Ward K Morgan
Coychurch Crematorium Joint Committee	Provision of Crematorium Service with Bridgend and Vale of Glamorgan County Councils.	B Stephens R Turner
Central South Consortium Joint Education Committee	Provision of Curriculum Advice, Inspection and Support to Schools and LEAs jointly with Bridgend, Caerphilly and Merthyr Tydfil County Borough Councils	E Hanagan

The Regional Adoption Joint Committee (The Vale, Valleys & Cardiff Adoption Collaborative Joint Committee)	Provision of Adoption Services in collaboration with the Vale of Glamorgan Council, Cardiff Council and Merthyr Tydfil County Borough Council.	G Hopkins Substitute Member:- M Forey
ArtsConnect	Provision of high quality and cost effective arts and creative industry experiences in collaboration with Bridgend County Borough Council, Caerphilly County Borough council, Merthyr Leisure Trust, Rhondda Cynon Taf County Borough Council and the Vale of Glamorgan Council	A Crimmings

## 6. Delegation of Executive Functions to Officers

6.1 These are delegated to Chief Officers, under Section 15 of the Local Government Act 2000, functions within their responsibility, in the terms set out in Section 5 of Part 3 of this part of the Constitution.

- Recording of Officer Decisions

In line with the recent amendments agreed by the Council at its AGM on the 25<sup>th</sup> May 2016, 'Key Decisions' taken by Officers of the Senior Leadership Team under delegated authority will be open to scrutiny. This process will improve transparency and accountability and will ensure a consistent and robust approach in respect of implementing decisions.

Key Decisions taken by Delegated Decisions will need to be published with immediate effect and no later than 2 clear working days following the decision being taken.

Once published, the Decision(s) will be subject to the same process in respect of 'Call In' as any Cabinet Committee Decision i.e. the decision will come into force and may be implemented on the expiry of five clear working days after the publication of the decision, unless the decision is called for review by scrutiny.

In respect of operational or day to day management decisions taken forward through Officer delegated decisions, these will be recorded by the Service and a record of the decisions maintained.

## 7. **Appointments to Bodies undertaking or advising upon Executive Functions**

Members will be appointed to the following bodies:-

### • **EDUCATION & LIFELONG LEARNING GROUP**

#### • ***Welsh Language Cabinet Steering Group***

**Membership** (5 representatives)

**Names of Members:** County Borough Councillors:

G.Hopkins (Chair), E.Hanagan (Vice-Chair), R.Bevan, M.Webber and C Davies

**Terms of Reference:** In accordance with the Welsh Language (Wales) 2011 Measure, two principles underpin the terms of reference of the Welsh Language Working Group:

- in Rhondda Cynon Taf County Borough Council, the Welsh language should be treated no less favourably than the English language
- persons in Rhondda Cynon Taf County Borough Council should be able to live their lives through the medium of Welsh if they choose to do so.

#### **Purpose of the Steering Group:**

The Steering Group has been established to ensure an Authority-wide approach in the delivery of services through the medium of Welsh in accordance with the Welsh Language (Wales) 2011 Measure, specifically the Statutory Standards relating to the Welsh Language / Statutory Welsh Language Scheme. Its membership will provide strategic direction in the implementation of the aforementioned legislation / policies and any local policies regarding the Welsh language and support the Welsh Language Services Unit in carrying out its duties. Its membership will consider how it can support access to services in the medium of Welsh.

#### **Membership:**

The Welsh Language Working Group membership includes Cabinet Member representation (as shown above), Director Representation (currently interim Director, Education & Lifelong Learning), officer representation and external Welsh medium representation. The Cabinet Member will Chair the Steering Group and will also be the

Welsh Language Member Champion. The Director Representative will be the Welsh Language Officer Champion. Both Welsh Language Champion roles will raise the profile of any relevant legislation and policies at Cabinet and Senior Leadership Team level as well as addressing complex areas in the Directorates and service groups in terms of service delivery. The roles are integral in terms of seeking support to Welsh language legislation and policies at the highest level.

The Steering Group will also include Head of Welsh Language Services Unit, Welsh Language Officer and Head of Service (currently Head of Community Learning)

Quorum - At least 3 Elected Members need to be in attendance at the meeting for the meeting to be quorate.

**External representation:**

Menter Iaith is also invited to attend the Steering Group. This enables both Menter Iaith and the Welsh Language Services Unit to discuss issues that affect Welsh medium service delivery in the community on a strategic level and to work in partnership to provide improved and better outcomes for clients.

**Frequency:**

Meetings will be every six months unless otherwise agreed by the Steering Group. Urgent meetings of the group can be convened if felt appropriate by the Chair.

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• **School Budget Forum**

**Membership** (5 representatives)

**Name of Members** County Borough Councillors:

A. Morgan, M.Webber, E. Hanagan, G.Hopkins and M Norris.

**Terms of reference**

(20 representatives - at least 5 elected members and 15 school members)

Section 47A of the School Standards and Framework Act 1999, as inserted by the Education Act 2002, requires every local authority in Wales to establish, in accordance with regulations, a body to be known as schools forum. The schools forum must represent governing bodies and Headteachers of schools maintained by the authority. If



the authority so determines the schools forum can also include non-school members.

Schools Budget Forums are the key to developing informed and confident dialogue between local authorities and their schools and budgetary issues including schools' funding levels for the coming year, pressures on future years' budgets, changes to local funding formula and reviewing contracts/service level agreements for services to schools.

The terms of reference have been compiled in accordance with the Schools Forums (Wales) Regulations 2003 which came into force on 13th November 2003.

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- ***Pupil Referral Unit – Management Committee***

**Membership** (2 representatives)  
**Name of Members** County Borough Councillors:  
E Hanagan and G Hopkins

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- ***Standing Advisory Council for Religious Education (SACRE)***

**Membership** (5 representatives)  
**Name of Members** County Borough Councillors:  
L.M.Adams, M Griffiths, G Hopkins, J Elliott and J Ward.

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- ***Welsh in Education Strategic Plan (WESP)***

**Membership** (1 representative)  
**Name of Members** County Borough Councillors G Hopkins

## **CHIEF EXECUTIVE'S GROUP**

- ***Regeneration & Infrastructure Cabinet Steering Group***

**Membership:** (4 representatives)  
**Name of Members** County Borough Councillors:

R Bevan(Chair), A Morgan(Vice Chair), M Webber and A Crimmings.

### **Terms of Reference**

To advise the Cabinet and Council on potential new opportunities for significant Public and Private sector development projects, including infrastructure improvement and the packaging of land and other disposable assets.

To consider all proposals for significant development, and to advise the Council on relative priorities, on potential joint ventures or partnership agreements with developers, on the support to be offered to developers, and on potential 'planning gain'.

To ensure that appropriate arrangements are put in place for co-ordinating the delivery of agreed projects across Council services including the allocation of accountability for project coordination and management, in discussion with the Senior Leadership Team.

To receive regular monitoring reports on progress with delivery of agreed projects against agreed targets and deadlines, reporting to the Council on any remedial action required, where necessary

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- **Pontypridd BID Board**

**Membership** (1 representative)

**Name of Members** County Borough Councillor R Bevan

**Terms of Reference:**

The Board will provide the strategic oversight and direction of the 'Your Pontypridd BID Company'- the legal entity that manages the BID- and is responsible for ensuring that the BID levy funds are properly invested in accordance with the agreed BID business plan as voted for by Pontypridd businesses. The Boards purpose is to oversee the delivery of the business plan, projects and the efficient running of the company as well as the general promotion of the Pontypridd BID Company and Pontypridd so as to support the Company's principal activity.

- **Equality & Diversity Cabinet Steering Group**

**Membership** (5 representatives)

**Name of Members** County Borough Councillors:

G Hopkins (Chair), M Webber (Vice Chair), M Forey, A Crimmings

and J Rosser.

**Terms of Reference:**

To ensure that the Councils commitment to the principles of equalities and diversity are demonstrated within the Councils service delivery and employment practices

Promoting the mainstreaming of equality and diversity issues across the Council and championing this agenda within Rhondda Cynon Taf.

To receive reports from the strategic Equality Group on progress made against the Strategic Equality Plan.

Contributing to the delivery and development of the Annual Equalities Report, as per the Public Sector Equality Duties

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- ***Employee Advisory Panel***

**Membership** (3 representatives)

**Name of Members** County Borough Councillors:

Andrew Morgan, Maureen Webber (Chair) & Paul Griffiths

**Terms of Reference:**

To support the Medium Term Financial Planning process by proposing and supporting the identification of savings internally.

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- ***Armed Forces Champion***

**Membership:** (1 representative)

**Name of Member:** County Borough Councillor

Craig Middle

**Terms of Reference:**

A cross cutting role to champion the needs of armed forces personal living in Rhondda Cynon Taff through the service delivered by the Council and its partners in the public and third sector.

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## COMMUNITY AND CHILDREN'S SERVICES GROUP

### • Corporate Parenting Board

- Membership: (7 representatives)
- Names of Members: County Borough Councillors:  
G.Hopkins (Chair), E Hanagan (Vice Chair), C Leyshon, M Davies, J Watts, M Weaver and L Walker.
- Terms of Reference:
- To take the lead in ensuring that the Council fulfils its responsibilities as corporate parent to children who are looked after and formulate Council policy in respect of children who are looked after and children in need.
  - To ensure that all Groups and divisions within the Council work together in order to promote best outcomes for children who are looked after and children in need.
  - To promote effective relationships with key partner agencies in the best interests of children who are looked after and children in need.
  - To monitor the implementation of the Action Plan arising from the Best Value Review of Services to children looked after, in addition to monitoring outcomes for children looked after and children in need.
  - To consider the outcomes and promote positive learning practices following consideration of Child Practice Reviews
  - In accordance with HMIP to routinely review the offending rates of LAC by gender to ensure that the Corporate Parenting Board understand patterns of offending by girls and are able to take actions to address where necessary.

- To consider the impact of relevant other systems/agencies (e.g. health, courts, schools) and see how these could be improved.
  - To seek the views of children looked after - the advocacy service will be asked to facilitate.
  - To invite representatives from other agencies to attend as appropriate.
  - To report directly to Cabinet through an Annual report of the Board.
- A cross party Corporate Parenting Board has been established comprising 7 Members:
  - Cabinet Member for Children’s Services, Equalities & the Welsh Language (Chair),
  - Cabinet Member for Education & Lifelong Learning (Vice-Chair),
  - The Chairman of the Children & Young People Scrutiny Committee
  - The Chairman of the Finance & Performance Scrutiny Committee,
  - One Non Executive Member of the ruling group,
  - One Member from the Largest Opposition Party
  - One Member of the Council not from the ruling group or the majority opposition group.
- Nyas (National Youth Advocacy Service) is also invited to attend the meetings. This enables both Nyas and Children Services to discuss issues that affect service delivery in the community on a strategic level and to work in partnership to provide improved and better outcomes.
- Quorum - At least 3 Elected Members need to be in attendance at the meeting for the meeting to be quorate.
- **Central Adoption Panel**
  - Membership** (1 representatives)
  - Name of Member:** County Borough Councillors: (Mrs) S.Rees

**Terms of Reference:**

To make recommendations in respect of the following:

- (1) whether ( in cases of relinquished children) the child should be placed for adoption;
- (2) whether prospective adopters are suitable to adopt a child ; and
- (3) whether the child should be placed with a particular prospective adopter.

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- **Foster Care Panel**

**Membership** (1 representative)

**Members:** County Borough Councillor G.Hopkins

**Terms of Reference:**

To make recommendations in respect of the following to the Group Director for Community and Children’s Services:-

- (1) to consider each application for approval and to recommend whether or not a person is suitable to act as a foster parent;
- (2) where it recommends approval of an application to recommend the terms on which the approval is given, for example, as to the numbers and ages of children, or whether the approval relates to any particular named child, or to any particular type of placement;
- (3) to recommend whether or not a person remains suitable to act as a foster parent, and whether or not the terms of his approval remains appropriate;
  - (i) on the first review
  - (ii) on the occasion of any other review when requested to do so by the fostering service provider

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- **Prosperity & Tackling Poverty Cabinet Steering Group**

**Membership** (5 representatives )

**Name of Members** County Borough Councillors:

J Rosser (Chair), R Bevan (Vice Chair), G Hopkins, E Hanagan, and M Forey.

**Terms of Reference:**

To review existing policies and explore new measures to achieve improved outcomes in respect of Prosperity and Tackling Poverty through a range of services provided across Rhondda Cynon Taf.

Ensuring that:-

- People live in safe and vibrant communities
- Sustainable housing provision is provided across Rhondda Cynon Taf, through working with key partners.
- That people are equipped with the education and skills needed to secure employment

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## CORPORATE & FRONTLINE SERVICES

- ***Voluntary Sector Liaison Steering Group (Local Authority/Voluntary Sector)***

**Membership:** (3 representatives)

**Name of Members:** County Borough Councillors:

J Rosser (Chair), R Bevan and M Norris

### **Terms of Reference:**

- To act as the principal strategic Group in respect of the RCT Together Process within the County Borough, promoting areas of best practice and encouraging groups to develop a thriving and sustainable long-term viability for the assets and services being taken forward.
- To assist in co-ordinating the approach and support provided to individuals and groups wishing to deliver Council services or take over Council assets.
- The Group will be supported in its work by the Community Asset & Service Transfer Panel who will provide advice and support to the Group.
- The need to demonstrate their collective contribution to the wellbeing of the area and their contribution towards the national wellbeing goals as outlined within the Wellbeing of Future Generations (Wales) Act 2015 and will need to support asset recipients to continue to maximise a positive impact following a Community Asset Transfer.
- The need to demonstrate their collective contribution to the wellbeing of the area and their contribution to the requirements of the Social Services & Wellbeing (Wales) Act 2014.
- To receive updates when appropriate from Interlink RCT in respect of the RCT Together Community Action Fund which is a mechanism for supporting community activity and capacity building initiatives being taken forward.



- Updates - The group will be advised on a quarterly basis (or sooner, if deemed necessary by the Chair) of the transfer of premises to Community or third party organisations through the Council's RCT Together approach which includes decisions on Expressions of Interest, business case proposals and Community Enabling Fund applications taken forward through the Leaders Scheme of Delegation.

Final decisions in respect of any High Level service or asset transfer will be taken by the Council's Cabinet Committee, following consideration of the recommendations by the Group.

**Frequency of Meetings:** To meet on a quarterly basis or as deemed appropriate by the Chair.

**Details of Membership:**

The group is made up of representatives from the following services and organisations:

- Cabinet Member for Prosperity, Wellbeing & Communities
- Cabinet Member for Economic Development, Tourism and Planning
- Cabinet Member for Corporate Services
- Partnerships - Rhondda Cynon Taf Council.
- Finance - Rhondda Cynon Taf Council.
- Corporate Estates – Rhondda Cynon Taf Council
- Regeneration / Planning - Rhondda Cynon Taf Council.
- Social Services - Rhondda Cynon Taf Council.
- Communities First – Rhondda Cynon Taf Council
- Communities & Prosperity - Rhondda Cynon Taf Council
- Wales Co-operative Centre.
- Interlink RCT, County Voluntary Council.
- Coalfields Regeneration Trust.
- Social Firms Wales
- University of South Wales ( Vice Chair)
- Housing Associations

(The above list is not exhaustive and the group can invite additional representation if required, to reflect the topics of discussion and work programme of the Group.)

**Quorum** – At least 2 Elected Members and 2 Members of the third Sector must be present for a meeting of the Voluntary Sector Liaison Steering Group to be quorate.

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- **Cwm Taf Public Services Board.**

<b>Membership</b>	(1 representative)
<b>Name of Members</b>	The Leader, County Borough Councillor A Morgan (Nominated Deputy: M Webber)

**Background:**

In line with the requirements of the Wellbeing of Future Generations (Wales) Act 2015, statutory bodies called Public Services Boards (PSBs) came into effect from the 1<sup>st</sup> April, 2016 (taking over from Authorities previous non statutory Boards - Local Service Boards (LSB) PSBs will be established for each local authority area in Wales and the public bodies that make up the Boards will need to demonstrate their collective contribution to the wellbeing of the area and their contribution towards the national wellbeing goals.

**Terms of Reference:**

The Cwm Taf Public Services Board (PSB) is a merged Public Services Board, covering the areas of Merthyr Tydfil and Rhondda Cynon Taf (RCT) and was formed on the 12<sup>th</sup> May, 2016.

The PSB aims to act as the principal strategic leadership forum for the planning, commissioning and delivery of public services across organisational boundaries to achieve better outcomes for the people of Cwm Taf. It will seek to understand the major issues faced by each partner organisation, to become a more transparent Board through publishing data and performance; and will assist in transforming public services move from a reactive to a preventative agenda.

**Membership**

The Wellbeing of Future Generations Act outlines requirements for membership of each PSB setting out a clear structure. Cwm Taf PSB must have statutory partners consisting:

- (a) The Councillors elected as Executive Leaders of Merthyr Tydfil County Borough Council and RCT County Borough Council (the local authority) or the elected Mayors;
- (b) The Head of the Authorities' paid service designated under Section 4 of the Local Government and Housing Act 1989;
- (c) Either the Chair, Chief Executive or both for Cwm Taf University Health Board (the Local Health Board for the area which falls within the local authority areas)
- (d) Either the Chief Officer, Chairman or both for South Wales Fire & Rescue Service; and
- (e) The Chief Executive for the Natural Resources Body for Wales.

The individuals referred to above may designate another individual to represent the organisation on their behalf. All members (formally designated or otherwise) must be present for a meeting of the PSB to be quorate.

A PSB for a local authority area must invite the following persons to participate in the activity of the board. These invited members must include:

- (a) the Welsh Ministers;
- (b) the Chief Constable of the police force for a police area any part of which falls within the local authority area;
- (c) the Police and Crime Commissioner for a police area any part of which falls within the local authority area;
- (d) a person required by arrangements under section 3(2) of the Offender Management Act 2007 (c.21) to provide probation services in relation to the local authority area; and
- (e) at least one body representing relevant voluntary organisations (whether or not the body is known as a County Voluntary Council).

Each Board may issue additional invitations to other partners to participate in the activity of the PSB.

### **Scrutiny**

In order to ensure democratic accountability with the Public Services Board, there is a requirement for a designated local government Scrutiny Committee of the relevant local authority to scrutinise the work of the PSB.

Arrangements for scrutiny of the Board will be taken forward following establishment of the PSB and its priorities. Reflecting the collaborative nature of the Cwm Taf Public Services Board it is the intention that Members of the Councils Overview and Scrutiny Committee will take forward this scrutiny role in a collaborative approach with Scrutiny Members from Merthyr Tydfil Council.